

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HEALTH SERVICES

DATE: JUNE 22, 2020

COMMITTEE MEMBERS PRESENT:

SUPERVISORS McDEVITT
BEATY
CONOVER
FRASIER
SHEPLER

COMMITTEE MEMBERS ABSENT:

SUPERVISORS BRUNO
MAGOWAN

OTHERS PRESENT:

DEE PARK, DIRECTOR, OFFICE FOR THE AGING
REPRESENTING WARREN COUNTY HEALTH SERVICES:
GINELLE JONES, DIRECTOR, PUBLIC HEALTH/PATIENT SERVICES
TAWN DRISCOLL, FISCAL MANAGER
FRANK E. THOMAS, CHAIRMAN OF THE BOARD
RYAN MOORE, COUNTY ADMINISTRATOR
AMANDA ALLEN, CLERK OF THE BOARD
RYAN DICKEY, SECOND ASSISTANT COUNTY ATTORNEY
KEVIN B. GERAGHTY, BUDGET OFFICER
SUPERVISORS BRAYMER
DRISCOLL
HOGAN
LEGGETT
SEEBER
SIMPSON
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
CHRIS HANCHETT, COMMISSIONER, DEPARTMENT OF SOCIAL SERVICES
DON LEHMAN, DIRECTOR OF PUBLIC AFFAIRS
JEREMY SCRIME, SENIOR COMPUTER SYSTEMS ANALYST/PROGRAMMER

Please note, the following contains a summarization of the June 22, 2020 meeting of the Health Services Committee; the meeting in its entirety can be viewed on the Warren County website using the following link:
<http://www.warrencountyny.gov/gov/comm/Archive/2020/health>

Note: As per Governor Cuomo's Executive Order 202.1: "Article 7 of the Public Officers Law, to the extent necessary to permit any public body to meet and take such actions authorized by the law without permitting in public in-person access to meetings and authorizing such meetings to be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed". All of the Committee members in attendance participated by video conference, except for Committee Chair McDevitt and Supervisor Shepler who were physically present.

Mr. McDevitt called the meeting of the Health Services Committee to order at 9:44 a.m.

Copies of the Office for the Aging (OFA) and Public Health meeting agendas were distributed to those in attendance, those participating remotely accessed the agendas via the Warren County website. Copies of the agendas are on file with the meeting minutes.

Motion was made by Mr. Beaty, seconded by Mr. Conover and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Deanna Park, *Director, Office for the Aging*, who presented the following requests:

- 1) To authorize submission of an application to the New York State Office for the Aging for NY Connects grant funding in an amount not to exceed \$203,636 for the term commencing April 1, 2020 and terminating

March 31, 2021.

Motion was made by Mrs. Frasier, seconded by Mr. Beaty and carried unanimously to approve the request and the necessary resolution was authorized for the July 17th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 2) To fill the vacant position of Meal Site Manager #5 (Warrensburg), *Grade 2, Base Annual Salary \$27,438 (25 hours/week)*, due to resignation.

Motion was made by Mr. Conover, seconded by Mrs. Frasier and carried unanimously to approve the request and forward same to the Personnel & Administration Committee for reporting purposes. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

- 3) To fill the vacant position of Fiscal Manager due to retirement. Ms. Park apprised she was working with the County Administrator's Office and Civil Service to determine what the appropriate grade and salary for the position would be and she hoped to have that information prior to the next Personnel & Administration Committee meeting.

Motion was made by Mrs. Frasier, seconded by Mr. Conover and carried unanimously to approve the request and forward same to the Personnel Committee.

There being no further OFA business to address, privilege of the floor was extended to Ginelle Jones, *Director, Public Health/Patient Services*, who presented the following requests:

- 1) To fill the vacant position of Public Health Nurse #35, *Grade 21, Base Annual Salary \$50,816*, due to retirement.

Motion was made by Ms. Shepler, seconded by Mr. Conover and carried unanimously to approve the request and forward same to the Personnel & Administration Committee for reporting purposes. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

- 2) To fill the vacant position of Infant Feeding Advocate, *Grade 3, Base Annual Salary \$28,026 (not to exceed 20 hours per week)*, due to resignation.

Motion was made by Mrs. Frasier, seconded by Mr. Beaty and carried unanimously to approve the request and forward same to the Personnel & Administration Committee for reporting purposes. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

- 3) To fill the vacant position of Medical Records Coder, *Grade 10, Base Annual Salary \$18.09 per hour (24-26 hours/week)*.

Motion was made by Mr. Beaty, seconded by Ms. Shepler and carried unanimously to approve the request and forward same to the Personnel & Administration Committee for reporting purposes. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

- 4) To fill the vacant position of Public Health Program Manager, *Grade 21, Base Annual Salary \$50,816*, due to resignation.

Motion was made by Mr. Beaty, seconded by Mr. Conover and carried unanimously to approve the request and forward same to the Personnel & Administration Committee for reporting purposes. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

Tawn Driscoll, *Fiscal Manager*, presented and explained a request to authorize a transfer of funds totaling \$12,345 between various budget codes to cover the cost of a nurse assisting with COVID related duties.

Motion was made by Mr. Conover, seconded by Mrs. Frasier and carried unanimously to approve the request and forward same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

A review of the Information for Discussion/Review portion of the agenda proceeded as follows:

Report of Expenditures, Revenues, Overtime, and Per-Diem Use for 2020 - Mrs. Driscoll reviewed the Revenue and Expenditure Report for 2020 in Attachment #1, noting \$29,842 had been accrued in revenue for the month of April for the WIC Program adding the COVID-19 expenses to date were \$21,466. She advised part-time and overtime salaries have gone down, informing overall the Salaries budget was at 32.76%.

Revenue and Expense Comparison Report for 2019 vs. 2020 - Mrs. Driscoll reviewed the Revenue and Expense Comparison Report for 2019 vs. 2020 in Attachment #2. She stated salaries were down \$50,786.87 as compared to last year. She stated there were two vehicles purchased under equipment as compared to the one vehicle purchased in 2019. She informed contractual expenses were higher than last year. She apprised employee benefits were lower than last year due to the reduction in usage of part-time and per-diem employees and positions that remained open within CHHA. She informed revenues included two stimulus payments for CHHA totaling \$157,752.71.

Status of Referrals - Ms. Jones reviewed the referrals, included in Attachment #3. She noted re-visits were down by 162 which coincided with the decline in elective surgeries and visits due to COVID regulations.

Emergency Response and Preparedness - Ms. Jones advised Attachment #4 in the agenda packet included a review of the Emergency Response and Preparedness Activities for the months of May and June.

Rabies Program Report - Ms. Jones advised Attachment #5 outlined the May rabies report.

Ms. Jones noted the *COVID-19* cases were slowing down and there were currently only four quarantine cases. She acknowledged the Sheriff and Probation Departments for their help with COVID-19 calls and apprised her Department had resumed the responsibility of making these calls.

There being no further business to come before the Committee, on motion made by Mr. Beaty, seconded by Mr. Conover and carried unanimously, Mr. McDevitt adjourned the meeting at 10:04 a.m.

Respectfully submitted,
Amanda Allen, Clerk of the Board
As transcribed by Leslie Lovelace, Secretary to the Clerk of the Board